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DPD-3552-59

1 June 1959

MEMORANDUM FOR : Chief, Administrative Branch, DPD

SUBJECT : Top Secret Control Procedures

1. The purpose of this memorandum is to obtain stricter control over TS documents in DPD. We have at present a great number of receipts for TS documents signed by people who are no longer with the Division. There has been a large turnover of personnel in the last three years and it is difficult to place responsibility on one individual for custodianship of TS documents.

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2. Since we have become a division under the Deputy Director (Plans), the undersigned has been designated TS Control Officer for the Development Projects Division, with [] named as alternate. In order to assist in carrying out this responsibility it is recommended that each branch of this division name a TS control officer with an alternate. This branch control officer or alternate will sign for all TS documents charged to the branch. In case that person transfers or leaves the Division, the responsibility would be transferred to the individual assuming the TS control officer's duties.

3. DD/P TS Control Center requires a list of the names of all such persons, plus a list of those in the branches authorized to have custodianship of TS material. This list of names will be submitted to CIA Security Office, through TSC for clearance.

4. It is further recommended that control be made effective per [] as follows:

Branch responsibility.

a. The branch TS control officer or alternate prepare a permanent control card (Form 36) to be filed by top secret number. The control card to have the following information:

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- (1) TS number
- (2) Copy of copies
- (3) Number of pages
- (4) Attachments
- (5) Document source
- (6) Document date
- (7) Subject
- (8) Branch
- (9) Date received
- (10) Custodian
- (11) Where filed

b. The branch TS control officer will maintain a log of all TS material received showing TS number, copy number, brief subject, date received and recipient.

Individual responsibility

a. The individual who receives a TS document will sign the TS cover sheet and the branch TS control officer's card with his full name and, when known, indicate where the document is to be filed and the safe number.

b. Each time the custodianship of a TS document is changed, the former custodian must assure that the new custodian signs the branch control card.

General

Each time a TS document moves between individuals it must be processed through the branch TS control officer. Each time a TS document moves between branches, it must be processed through the Division Registry.

5. If the procedures for TS control outlined above are approved, it is requested that an Administrative Memorandum be issued to DPD staff directing these procedures be put into practice.

SIGNED,

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Area Records Officer
DPD-DD/P

DPD-RJS/hh

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